

Position Title: Secretary

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.

- Attend all board meetings
- Serve on the executive committee
- Maintain all board records and ensure their accuracy and safety
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Duties:

Planning

- Approve the mission statement and review management's performance in achieving it.
- Annually assess the environment and approve the Organization's strategy in relation to it.
- Annually review and approve the Organization's plans for funding its strategy.
- Review and approve the Organization's strategic financial goals.
- Annually review and approve the Organization's budget.
- Approve major policies.

Organizations

- Elect, monitor, appraise, advise, support, reward, and, when necessary, change top management.
- Be assured that management succession is properly being provided.
- Be assured that the status of organizational strength and staff planning is equal to the requirements of the long-range goals.
- Approve appropriate compensation and benefit policies and practices.
- Propose a slate of directors to members and fill vacancies as needed.
- Annually approve the Performance Review of the CEO and establish his/her compensation based on recommendations of the Personnel Committee and Chairman of the Board.
- Determine eligibility for and appoint Board Committees in response to recommendations of the Nominating Committee.
- Annually review the performance of the Board and take steps to improve its performance.

Operations

- Review the results achieved by management as compared with the Organization's philosophy, annual and long range goals, and the performance of similar organizations.
- Be certain that the financial structure of the Organization is adequate for its current needs and its long-range strategy.
- Provide candid and constructive criticism, advice, and comments.
- Approve major actions of the Organization, such as capital expenditures and major program and service changes.
- Actively contribute to the financial solvency of the Organization including, but not limited to fundraising, grant development, personal contributions, and/or revenue generation.

Audit

- Be assured that the Board and its committees are adequately and currently informed - through reports and other methods - of the condition of the Organization and its operations.
- Be assured that published reports properly reflect the operating results and financial condition of the Organization.
- Ascertain that management has established appropriate policies to define and identify conflicts of interest throughout the Organization, and is diligently administering and enforcing those policies.
- Appoint independent auditors subject to approval by members.
- Review compliance with relevant material laws affecting the Organization.